

Re: BCH/RCL

Wednesday 24 May 2023

To Students in Years 11, 12 and 13

Dear Students

Re: Exam Certificates – Summer 2023

We expect to receive certificates for this summer's exams in November 2023.

If you are remaining at Plume College in 2023/24, you will be advised when your certificates are available to collect from the College Office.

Those students who will be leaving Plume Academy at the end of this summer will need to collect their certificates from Plume's Main Reception. Therefore, please would you complete the following short survey so that we can email you to advise you when your certificates are ready to collect. We will need to email you via your personal email address as your Plume Academy email address will no longer be active after this summer. The information you provide will not be used for any purpose other than to notify you of when your certificates are ready for collection.

<https://www.surveymonkey.co.uk/r/PlumeExamCertificates2023>

You should note that the Academy is only required to keep exam certificates for 12 months from receipt. Therefore, **any uncollected certificates will be destroyed after 31 December 2024.**

If you have any queries regarding this letter, please do not hesitate to contact me via exams@plume.essex.sch.uk.

Yours sincerely



Mrs B Chittock
Examinations Officer